

*United States Court of Appeals
for the Second Circuit*



VACANCY ANNOUNCEMENT

*June 22, 2006
Reference #FY06-24*

Position Title: Case Manager

Location: Office of the Clerk, 40 Foley Square, NYC

Salary Range: CL-23 to CL-25 (\$30,704 - \$61,066)
depending on experience, salary, and qualifications

Closing Date: Open Until Filled

Position Overview: The Case Manager reviews, routes and prepares legal documents and correspondence pertaining to appellate cases. He/she enters case information in the Court's computer database, advises counsel and the public on court procedures, federal and local rules and applies the rules as needed to appeals.

Requirements: Applicants must be computer literate and have excellent organizational and communication skills. Must possess a minimum of two years of work experience which relates to the processing of legal documents and/or the application of regulations, or the use of technical terminology. Education above the high school level may be credited toward work experience.

Application Procedure: Please submit a cover letter and two (2) résumés to:

United States Court of Appeals, Second Circuit
40 Foley Square, Room 1604
New York, NY 10007
Attn.: Human Resources, Reference #FY06-24

THE APPLICANT SELECTED FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER